STATE of INDIANA
INDIANA OFFICE OF TECHNOLOGY (IOT)

RACF AUTHORITY REQUEST FORM

Action: Create _____ Change _____ Delete _____ Rename Only _____ *(Please Check One)*

User Id:_____ **User Name:**_____

Agency Name:_____

State Employee: Yes ____No ____ (If No) Company Name:_____

TSO ____/Billing Code:_____

Group Name:_____

Resource Name: _____**Type of Resource**: _____

Action: Add Change Delete	Request Type: Group User ID Resource Name/Type	Resource Access: Read Update Control Alter None

Comments: _____

_____

_____

Note: **Only New Users** are required to read and sign this form and the Indiana Office of Technology's Computer Access and Use Agreement. It contains important information about the duties that you may undertake and the rules you must adhere to once you are granted access to use the Indiana Office of Technology computer facilities. Your signature is required on the line below to indicate you have accepted the terms of IOT's Computer Access and Use Agreement.

I have read and accepted the agreement:_____   Date: _____

Effect. Date:_____   Not Before:_____

Agency Security Contact Person:_____   Date:_____

IOT's Data Security Analyst: _____   Date:_____

Revised 5/30/05

PROCEDURES

Action: Check one   **CREATE** - Initial Profile,

                                                CHANGE - Modify Profile,

                                                DELETE -   Remove Profile,

                                                RENAME - Change the User Name

User Id: Enter the assigned user identification code.

User's Name: Enter the legal name of the person assigned to the user-id, including the middle initial.

Agency Name: Enter the name of the requesting agency

State Employee: If no, enter the user=s company name

TSO: Check here if the user needs **T**ime **S**haring **O**ption. If yes, you must enter the **Initial Billing Code.**

Group Name: Enter the name of the group that is to be created, changed, or deleted.

Resource Name: Enter the name of the resource that is to be created, changed, or deleted

Action: Enter the appropriate desired action:

                              ADD -   Create a new authorization, or group connection

                              CHANGE -   Modify an existing authorization, or group connection

                              DELETE -   Remove an existing authorization, or group connection.